



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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JIM REDDOCH, J.D.
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A CONDITIONAL NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Housing Coordinator **NUMBER:** 15-14
JOB CODE: T3500 **DATE:** April 17, 2015
SALARY RANGE: 78 (\$47,757.60 - \$72,686.40) **PCQ#:** 8846184
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

QUALIFICATIONS: Master's Degree in a human services field, Business Administration, Public Administration, or related field, with considerable experience (48 months or more) in the administration or coordination of housing resources, **OR** bachelor's degree in a human services field, Business Administration, Public Administration, or related field, with extensive experience (72 months or more) in the administration or coordination of housing resources. **NOTE: Preference will be given to applicants with experience working with housing subsidy programs.**

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

KIND OF WORK: **This is a conditional appointment position funded by grant monies. Employment may be continued based on availability of funding.** The person in this position will be responsible for planning, organizing, directing and implementing programmatic objectives; coordinating with other statewide housing initiatives, entities, and coalitions, as well as ensure coordination with Medicaid staff, its operating agencies, other human service entities, and the Long Term Care (LTC) Rebalancing Committee Housing Workgroup. This position will identify and coordinate the use of all housing resources for the five regions of the State. The position acts as a liaison with Public Housing Authorities and other housing entities for the purpose of facilitating applications for housing assistance for Money Follows the Person (MFP) Rebalancing Demonstration participants, as well as promoting understanding of the needs of seniors and individuals with disabilities. The person will provide training and technical assistance to Community Transition Specialists and case managers in accessing housing resources, MFP participants, other individuals with disabilities, and seniors in accessing housing resources. The person in this position will actively participate in planning and resource coalitions within the five regions to ensure that the needs of individuals with disabilities and seniors are incorporated. This position is responsible for organizing and assigning work activities and supervising and/or coordinating with assigned staff.

Additionally, this position will assess and coordinate services with nursing facilities, state facilities, community providers, housing authorities, and related entities to ensure that needs are being met. This person will serve as a liaison between other Federal, state, local and private agencies, providers, agency staff and departmental personnel. Other responsibilities may include devising standards, policies, and procedures affecting housing programs, as well as evaluate various housing programs to ensure their compliance with established guidelines, policies, and procedures.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of human services systems of service delivery. Knowledge of Medicaid generally and its “Money Follows the Person” program grant, and home and community-based services programs. Knowledge of collaboration and working with multiple service agencies in providing services to people with disabilities. Knowledge of developing and implementing housing programs and services to diverse populations. Exhibited ability to make strong appropriate judgments and decisions with professional etiquette. Knowledge and application of HIPAA and other rules and standards of confidentiality. Ability to coordinate, direct, supervise and evaluate the work of others. Ability to plan, organize, and prioritize work activities. Ability to communicate effectively, both orally and in writing. Self-driven with the ability to recognize improvement on processes and take initiative to execute changes. Ability to establish and maintain contact with high level officials and various other public and private agencies and housing authorities. Ability to demonstrate leadership, interpersonal skills and successfully motivate teams in a positive manner. Focused attention to detail, well organized and demonstrated ability to prioritize multiple-tasks, achieve desired results and adapt favorably to changing priorities. Ability to interact and collaborate professionally with a diverse range of customers, including people with disabilities, older adults, other governmental agencies and private entities, providers, agency staff and stakeholders individually, and as part of a team. Must have knowledge and proficiency in Windows OS, MS Word, MS Excel, MS Outlook, MS Internet Explorer or equivalent software; MS Publisher and MS PowerPoint.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/ Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: MAY 8, 2015